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|  | **16 – 18 Financial Support Application Form**  **2023-24** |
| **For 16, 17 or 18, 19+ continuing on the 2nd year of the same course or 19-24 with an EHCP as of 31st August 2023** | |

**You can apply for financial support if you are aged 16-18, 19+ continuing on the second year of the same course or 19-24 with an EHCP as of 31 August 2023, and you meet the eligibility criteria set out in the Policy.**

**Once you have completed this form please return it to Student Administration together with a photocopy of your benefit evidence or household income. Please see the table on page 2 which shows what evidence you need to provide. If you have any queries please contact Student Administration at** [**ssfunds@blackpool.ac.uk**](mailto:ssfunds@blackpool.ac.uk)

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| **Student Personal Details** | | | | | | | | | | | |
| **Last Name** |  | | | | | | | **Forename(s)** |  | | |
| **Title** | **Mr** |  | **Miss** |  | **Mrs** |  |  | **Date of Birth** |  |  |  |
| **Ms** |  | **Dr** |  | **Other** |  | | **Student ID** |  | | |

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| **Post Code** |  | **House No** |  |

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| **Course Information** | | | | | | | | | | | |
| **Course Title** |  | | | | | **Level** | | |  | | |
| **Which campus will you be attending?** | **Bispham** |  | **University Centre** |  | **Gateway** | |  | **Fleetwood Nautical** | | |  |
| **Seasiders** |  | **Bickerstaffe House** |  | **Energy HQ** | |  | **Other** | |  | |

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| **Personal Circumstances** | | | | | | |
| **Who do you live with?** | **Two parents / carers** |  | **One parent / carer** |  | **Partner / spouse** |  |
| **Alone** |  | **Other (please state)** |  | | |

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| **Are you a parent?** | **If you have a child, you may also be eligible for help with childcare costs from the Care to Learn Scheme. You will need to apply for this separately and provide a copy of their birth certificate(s) and child benefit evidence to the College** | | | | | |
| **Yes** |  | **No** |  |  |  |

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| **Support Evidence Supplied See table on next page for types evidence required** | | | | | |
| **Where you are providing benefit or income evidence to support your application that is dated more than 6 months ago:** | | | | | |
| **Have your parent/carer’s *or* your circumstances changed since the date of the evidence you are providing to support your application?** | | **Yes** |  | **No** |  |
| **If ‘yes’ please state** |  | | | | |
| **Note: If your parent/carer’s *or* your circumstances have changed since the date of the evidence you are providing and you no longer meet the eligibility criteria for support, then you will be liable to repay all bursary funds you will or have received** | | | | | |

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| **Vulnerable Bursary Information** | | | | | | | | | | | | | |
| **If you are a care leaver, in care, an unaccompanied asylum seeker, or you get certain benefits in your own name, you may be able to apply for the Vulnerable Bursary. This available for students who have a financial need and/or their financial needs are not being covered from other sources. If your application is successful you will receive a fortnightly bursary and free meals** | | | | | | | | | | | | | |
| **Are you a care leaver or in care *or* In receipt of benefits in your own name?** | | | | | | **Yes** | |  | **No** | | | |  |
| **If yes to above tick which applies and provide evidence of one of the following:** | **Income Support or Universal Credit (because you are financially supporting yourself)** | | | | | | | | | | | |  |
| **ESA & DLA** |  | **UC & DLA** |  | **ESA & PIP** | | |  | **UC & PIP** | | | |  |
| **In care / care leaver with a letter from the Local Authority** | | | | |  | **Unaccompanied Asylum Seeker** | | | | | |  |
| **Additional Travel Support: You can reduce your bursary amount and also receive a Blackpool Transport Bus Pass** | | | | **Would you like a bus pass?** | | | | | | **Yes** |  | **No** |  |
| **Evidence Required: You will need to provide evidence of your benefit(s) or a letter from the local authority confirming you are in care or care leaver. If you claim Universal Credit you must also provide evidence of your independent status such as tenancy agreement, utility bills or children’s birth certificates.** | | | | | | | | | | | | | |

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| **IF YOU HAVE A SPECIFIC NEED FOR EQUIPMENT OR OTHER RESOURCES TO SUPPORT YOU ON YOUR COURSE PLEASE SPEAK TO YOUR TUTOR FOR ADVICE** |

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| **Table of Support Evidence Required** | | |
| **Benefit or Income Type** | **Please supply your most recent evidence which must be dated from March 2023 onwards** | **Support** |
| Income Support | All pages of the relevant letter stating in receipt of the benefit dated from March 2023 | **Free Meals**  **&**  **Travel**  *(if more than*  *1.5 miles)* |
| Job Seeker's Allowance: **income based only** |
| Employment & Support Allowance: **income related only** |
| Pension Credit: **guaranteed only** |
| Support under part VI of the Immigration and Asylum Act 1999 | Evidence of status in the UK and receiving support |
| Universal Credit: **annual household income below £30,810** | 1 x recent full Universal Credit statement |
| Housing Benefit | All pages of the relevant letter stating in receipt of the benefit dated from March 2023 |
| Council Tax Benefit: **NOT single person 25% discount** |
| Child and/or Working Tax Credit: **income less than £30,810 per annum** | All pages of the relevant letter stating in receipt of the benefit dated from March 2023  Notice letter for current financial year (**not** annual review)  ***or*** Annual Review and and last P60 showing income below threshold |
| Household income less than **£30,810 per annum** | Most recent P60(s) and;  joint household: If one parent/carer is not employed then provide three months recent bank statements *or*  single household: council tax statement with single person 25% discount |

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| **PRIVACY NOTICE - How we use your data**  The data captured on this form is needed to   * locate your record on our database * assess your eligibility for financial support from the Student Support Funds and confirm whether you can receive a financial award (whether that be actual payments or another type of support e.g. bus pass or free meals) whilst you study with us and meet the conditions of any support awarded * if awarded support, to make payments for that award * assess any further financial support you may be eligible for * create accurate financial support details to prepare the funding returns we have to send to the government or funding bodies operating on its behalf   We store the information for funding, audit and inspection purposes and to verify your identity should you need a reference or copy of a certificate at a later date. We share the information with the government and with agencies operating on their behalf in order to deliver and fund your education.  This information is required for us to carry out our function as an educational organisation. Therefore we do not ask your consent to process your data in these ways. However, if you have any concerns or questions about how we use your personal data, please contact the Data Protection Office at [datarequest@blackpool.ac.uk](mailto:datarequest@blackpool.ac.uk). If you are unhappy with the response, you can escalate your complaint by contacting the Information Commissioner at <https://ico.org.uk/concerns/> or on 0303 123 1113 |

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| **Declaration** | | | |
| **I confirm that:**   1. The information and evidence I have provided on this form is correct and true to the best of my knowledge 2. B&FC can process my personal data contained in the form and my Learning Agreement in order to assess my eligibility for financial support 3. I am a UK/EU national, have been ‘ordinarily resident’ within the UK and Islands for 3 years, immediately before the start of my course 4. I have read and understand the terms and conditions explained in the Financial Support Policy [www.blackpool.ac.uk/financial-support-16-18s](http://www.blackpool.ac.uk/financial-support-16-18s) 5. I have not applied to any other organisation (e.g. a local authority) for any financial support that the College may award from student support funds 6. The Student Support Fund is available to provide financial support for students with a specific financial hardship preventing them from taking part/continuing in learning.   **I understand that:**   * Financial support is for my course related expenses and should be used for travel to and from College, work placements or volunteering opportunities. It can also be used for books, stationery or childcare and aims to remove those barriers * I may be committing an offence if I fail to disclose any information that may affect my application * I understand that giving false information or failing to disclose a change in financial circumstances since my benefit/income evidence was dated will automatically disqualify my application and I may be liable to repay any monies already obtained and this could lead to a disciplinary * If I leave my course early, the College may ask me to return any money that has been given to me from the above fund * Should demand for funds exceed the College’s allocation, payments may be reduced or cease * It may be required to share information with my academic area and / or support staff for monitoring, attendance checks and to prevent fraud. * Any funding I may receive is dependent upon satisfactory attendance and should my attendance be unsatisfactory, or in the event of unexplained absences or my withdrawal from the course, funding may cease * Any funding allocated is for the 2023/24 academic year only. New applications must be made each academic year * It is my responsibility to ensure that I enter my bank details using the appropriate B&FC procedure, and that these are kept up to date | | | |
| **Student Signature:** |  | **Date:** |  |

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| **OFFICE USE ONLY** |

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| **Approved by Name: (if necessary)** |  | **Approved by Sign:** |  | **Date:** |  |
| **Input by Name:** |  | **Input by Sign:** |  | **Date:** |  |

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| **Mileage:** |  | **Admin Notes:** |  |